

# Washington Management Service (WMS)

## Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: UPDATED PD 9/2021 WMS - 2 Thriving Children and Youth Section Manager	Position Number/Object Abbreviation: 71053397	
Incumbent's Name (If filled position):	Agency/Division/Unit: DOH/PCH/OHC-2 Office of Family and Community Health	
Address Where Position Is Located: 310 Israel Road, SE, 3 <sup>rd</sup> Floor, Tumwater, WA 98501	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: WMS-3, Office Director	Supervisor's Phone:	

Organizational Structure
Summarize the functions of the position's division/unit and how this position fits into the agency structure ( <b>attach an organizational chart</b> ).
<p>The mission of the Department of Health is to protect and improve the health of people in Washington State. The Prevention and Community Health Division supports the agency mission by collaborating with our partners and stakeholders to enhance the health of individuals, families and communities and eliminate health inequities. This position reports to the Director of the Office of Community Health Improvement. This office focuses on policies, systems of care and environmental changes that support healthy children, families, and communities. Based on life course and brain development theories, this position is focused on supporting and strengthening the section's focus on the unique health, learning and developmental needs and opportunities of children, youth, and young adults, aged birth to 25, and their parents and caregivers. The incumbent partners with the Administrative, Child Health, Adolescent Health and Children and Youth with Special Health Care Needs teams in setting strategic direction and providing supportive, high-level management. Specific, strategic leadership includes the closely linked Essentials for Childhood and Early Childhood Comprehensive Systems Initiatives with vision of building systems to ensure safe, stable, healthy and nurturing environments for all children in Washington state, with focus on families with children birth to five years of age, furthest from access to support and resources.</p>
Position Objective
Describe the position's main purpose, include what the position is required to accomplish, and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.
<p><b>The Thriving Children and Youth Section Manager is deeply committed to promoting health equity for children, adolescents and young adults in Washington by influencing policies, systems, environmental factors, and programmatic interventions.</b></p> <p>The Thriving Children and Youth Section Manager develops programs, policies, legislative concept papers, strategies, and system improvements to enhance the health and well-being, and prevent poor health outcomes, of infants, children, youth, and young adults; with an emphasis on those experiencing the greatest disparities. Building healthy systems in the office and section includes addressing systemic and historical racial, economic and geographic inequities with explicit action, such as implementation of the steps recommended in the <i>Racism as a Root Cause</i> public health model. The work of this position aligns directly with the Secretary of Health's three key priorities: Equity, Engagement and Innovation.</p> <p>One key responsibility of the section is external-facing, strategic leadership of the public and privately funded Essentials for Childhood (EfC) and closely linked Early Childhood Comprehensive Systems (ECCS) Initiatives designed to increase infrastructure, capacity and coordination of equitable parent, caregiver and child health systems. Outcomes are to increase family resiliency, reduce child maltreatment, and address health inequities so that all children grow up healthy, and with a high quality of life. For seven years, the Department of Health (DOH) has worked closely with</p>



partners such as private philanthropy, parents, community leaders, Tribal representatives, the Department of Children, Youth and Families (DCYF), the Department of Social and Health Services, Health Care Authority and Help Me Grow Washington to achieve this vision. With the Child Health Supervisor and backbone team, the Thriving Children and Youth Section Manager directs the convening of the cross sector, steering committee and advisory group to provide visioning, strategic guidance, championship and partner engagement for EfC/ECCS work across the state. The incumbent partners with the data workgroup and Research Investigator to support qualitative and quantitative metrics and dashboard development and tracking.

This position provides strategic leadership with supervisors for several other federally funded, statewide bodies of work that focus on promoting and improving the health of children and adolescents, including children and youth with special health care needs, adolescent teen pregnancy prevention, and school based health center development. A centerpiece of the work is the Title V Maternal Child Health Block Grant objectives and strategies, seeking improvement in public health systems, access, and quality of care for those furthest from opportunity. The context for this work is the COVID-19 pandemic, which has increased the health and behavioral health needs of our communities, and further isolated many with the least access to care.

This position also sits on the Leadership Team for the Office of Family and Community Health Improvement and provides strategic and logistic support and guidance for the office as a whole. As part of the Leadership Team they are essential in helping determine strategic vision and goals for the office as well as helping to promote the culture of collaboration, respect and integrity that are essential to the functioning of the office. This position is key to ensuring that the population served by their section is also represented in the office wide work, while balancing the needs of the entire population served by this office.

### **Assigned Work Activities (Duties and Tasks)**

Describe the duties and tasks and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

#### **DUTY: Manage and Coordinate Section emerging, complex work and Initiatives**

##### **TASKS:**

- Partner with Adolescent Health Supervisor to support newly expanded adolescent health programming including supporting the continued development and implementation of a strategic plan for this body of work. Current work includes the state legislatively supported School-based Health Center work, Teen Pregnancy Prevention contracts, and support of adolescent and young adult friendly systems of community healthcare.
- Prioritize programs that reduce disparities in health, with a particular focus on children and youth with access barriers due to race, income or geography, and those with special health needs.
- Assist Children and Youth with Special Health Care Needs Unit to refine and implement their strategic vision for the future of that work throughout the state.
- Ensure data, measurement and reporting infrastructure needed to inform decision making and tell the story of all Thriving Children and Youth Section programs and initiatives
- Partner with supervisors to identify and pursue opportunities for alignment and collaboration with other OFCHI, DOH and external partner programs and systems
- Provide outward mindset coaching and role modeling to unit supervisors and line staff that reflect the values and strategies of the office as well as the agency. Create a culture of respect, acknowledgement of expertise and collaboration and put into place policies and process that reflect these values along with a commitment to Health Equity and Public Service

#### **DUTY: Serve as Sponsor and Strategic Leaders of the EfC/ECCS Initiatives**

##### **TASKS:**

- With Child Health Supervisor and the Child Health team, strategically cultivate the necessary partnerships, relationships and emerging science to achieve success of the EfC/ECCS common agenda. Keep partners informed about EfC/ECCS and be a conduit for two-way communication with them about scientific updates and linkage to our Initiatives.



- Effectively and clearly communicate the vision, purpose and work of EfC/ECCS and maintain urgency for change among diverse stakeholders, including government and private leaders, community members, parents/caregivers, advocates, policymakers, and funders.
- Recommend improvements to internal and external communications strategies. Provide strategic guidance and input on communications materials.

**DUTY:** Be responsible and accountable for sustainability of long-term initiatives of the Section

#### TASKS

- Partner with Unit Supervisors and staff across DOH to identify opportunities and options for financial sustainability through private and public grants, concept papers, legislative decision packages and strategic partnerships for all Section Unit programs.
- As resources are identified and obtained, partner with Unit Supervisors or lead development of budgets, staffing patterns and conceptualization of contract work.
- Strategize with Steering/ Advisory Committee and implement a plan for advancing EfC/ECCS work long term.
- Seek out and incorporate new information into our work through two-way communication, including policy opportunities, innovative best practices and conference presentations related to the health and brain development of children, adolescents and young adults across the lifespan.
- Maintain understanding of current progress toward goals and implementation challenges, and collaboratively develop comprehensive solutions to address them across several projects and subcontracts.

**DUTY:** Provide strategic leadership and direction to program leaders and teams within the Thriving Children and Families Section

#### TASKS

- Analyze and make recommendations to leadership about opportunities, threats, barriers, concerns and needs related to policies, programs, systems of care, and services that affect children and adolescents, with an emphasis on unique developmental needs, including those with special health care needs.
- Staff supervision including to plan, lead, organize and guide the work performed by staff, using an outward mindset, partnership approach
- Provide continuous coaching and support to staff for high engagement and productivity
- Provide vision and expectations for the Section aligned with the policies and strategic direction of the Section units, the office, and the agency

**DUTY:** Provide adaptive leadership, vision, and influence to achieve EfC/ECCS strategic and tactical goals

#### TASKS:

- Maintain commitment to our shared purpose among stakeholders to catalyze early childhood systems and policy change to accelerate collective action.
- Demonstrate commitment to leading with equity in directing the EfC/ECCS Initiatives, in the internal and external stakeholder engagement process.
- As a trusted partner, inspire and persuade other senior leaders to voluntarily pursue and achieve common goals and adopt new positions or opinions. Demonstrate alignment of partner organization missions with EfC/ECCS.
- Provide strategic direction to partner organizations in a manner that aligns their work to implement strategies that move the needle on EfC/ECCS North Star Metrics (adverse experiences, kindergarten readiness, and child health status).
- Work with the Child Health Unit Supervisor and Child Health team to assure seamless, coordinated management of the early childhood initiatives, efficient processes to support the work of the initiatives, and the adaptation of plans and activities to the emergent landscape as needed.



**DUTY:** Serve as part of the Office Leadership Team

**TASKS**

- Participate in Office Leadership meeting and discussions to help guide the overall management of the office
- Provide input to other Section Managers around areas for cross-office collaboration between subject matter areas directly reporting to this manager and others throughout the office
- Participate in the overall strategic planning and short- and long-term goal setting for the office while maintaining a commitment to the values and guiding principles of the office and the agency
- Responsible for high level financial management of federal, state and local dollars

**DUTY:** Other duties as assigned, including additional initiatives and assisting with emergency response activities during a public health emergency.

**Accountability – Scope of Control and Influence**

**Provide examples of the resources and/or policies that are controlled and influenced.**

This position is singularly responsible to oversee all aspects of the Thriving Children and Youth Section and ensures appropriate use of resources to fulfill commitments and goals in accordance with legal requirements and community commitments. The Section Manager oversees collaboration within and outside the section to assure that new, continuing, and emerging work, reflective of community needs and science, is implemented.

**Describe the scope of accountability.**

Directly accountable for achieving short-term and long-term results of all private, state, and federally funded programs within the Thriving Children and Youth Section.

Directly accountable for management of the EfC/ECCS Initiatives.

**Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).**

This is a highly visible position in the state and at the federal level because of the EfC initiative and Washington State's reputation with federal funders for excellence in programming for children and youth. This position directs and controls all functions, personnel, subcontracts, and resources for the Thriving Youth and Children Section.

**Financial Dimensions**

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

This position oversees six federal grants for a total of \$3.7 million dollars annual. Additionally, this positions oversees 9 funding streams from state, local and private funds for a total of \$2.7 million dollars annually

**Supervisory Responsibilities**

Supervisory Position: Yes ☒ No ☐

If **yes**, list total full-time equivalents (FTE's) managed and highest position title.

Total Section FTE = 3.0 HSC4, 11 HSC3, 1.0 AA3

Direct Supervision FTE = 3.0 HSC4, 1 HSC3, 1.0 AA3

Highest position title = HSC4

**Decision Making and Policy Impact**

**Explain the position's policy impact (applying, developing or determining how the agency will implement).**

Position is accountable for overseeing the Essentials for Childhood and Early Childhood Comprehensive Systems Initiatives. This includes providing professionally sound guidance, consultation and advice at an *advanced level of expertise* regarding collective impact, private, government and philanthropy sectors working together to achieve common goals for improving relationship health in children, families and communities through policy and systems change. Consultation and advice from this position is highly consequential for the effectiveness of several state agencies' leadership in the cross-sector Essentials for Childhood and Early Childhood Systems effort. The position



serves as a lead for cross agency work, building and maintaining relationships with executives in other state agencies as well as providing leadership for managers and staff involved in supporting Section work; the position assures quality in the interagency work for this effort.

This position seeks partners who share common goals as identified in Office's policy agenda, identifies and leverages resource opportunities that align with office priorities, sets the direction for the section according to Agency strategic plan and the life course/ brain development frameworks, and represents the Department of Health at the local, state and national level.

**Is the position responsible for making significant recommendations due to expertise or knowledge? Yes**

**If yes, provide examples of the types of recommendations made and to whom.**

This position works with the Office Director and office leadership team to recommend strategies for section directions built on equity priorities, data and public health best practice, policy development to support prevention strategies. Using a life course framework, the position is responsible for leading efforts to reduce inequities in health and health care access for children and youth by implementing innovative programs and policies.

The position makes recommendations to the member organizations, who are represented by executive leaders on steering and advisory committees, related to state or federal policy and budget opportunities or challenges that affect children and their families or caregivers. The position may also make recommendations for innovative or evidence informed strategies, policies and best practices related to promoting safe, stable, and nurturing environments to all children, adolescents and young adults or select populations in Washington.

**Explain the major decision-making responsibilities this position has full authority to make.**

This position has broad latitude and discretion for making decisions; decisions are guided by broad departmental policies and precedents for judgments and actions are based on situational awareness, and often made in situations where departmental guidance will not be immediately available. The position will be in positions working with partners where analysis requires thinking in unknown and unfamiliar areas and where decisions will impact not only the Essentials for Childhood/ Early Childhood Comprehensive Systems effort, but also will reflect on the department leadership and programs. Decision making will impact relationships with community stakeholders and must be able to consider unintended consequences for communities.

This manager leads and/or reviews and approves concept papers, decision packages and grant applications within agency processes and policies; provides consultation and approval of policies, best practices and strategies as recommended by managers; coordinates the development and implementation of office strategic priorities in line with the agency strategic plan; decides overall organization structure, staffing, budget allotments, and expenditure management; develops processes and procedures that allow staff access to resources, tools, services and expertise needed to implement public health best practice.

Reviews and approves grant applications and annual reporting as well as oversees the meeting of federal and state contracting requirements

Oversees the distribution of resources to meet the goals and objectives of the Section, including assigning work to staff, approving expenditures within authority and directing the use of sub-contractors

**Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?**

Decisions are both strategic and tactical as it relates to the planning, leading, and organizing of EfC activities and recommendations. Other section decisions are primarily strategic and may involve consultation to ensure alignment with legal precedent, political will, and statewide/national policy. This position may guide the development of innovative approaches to address health inequities.

**What are the risks or consequences of the recommendations or decisions?**

Failing to maintain progress within EfC/ECCS would jeopardize resources and successes in the long term.

Decision made by this position will determine the set of priorities, policies, and partnerships used to support the work of the section and will involve innovation as the agency seeks to reduce health disparities and address inequities for





children and youth. Much of the work in this Section is politically sensitive and requires a high level of professionalism and humility to navigate. Building and maintaining relationships with community stakeholders is important and could impact community trust of DOH.

### **Qualifications – Knowledge, Skills, and Abilities**

List the education, experience, licenses, certifications, and competencies.

#### **Required Education, Experience, and Competencies.**

Master's degree in public health, Health Education, Health Administration, Community Health, Business Administration, Communications, Social Work, Early Childhood Education, Organizational Psychology or a closely allied field OR a combination of Bachelor's degree in a closely allied field plus equivalent work and life experience to Masters training.

At least five or more years of experience in:

- Facilitating integration among public health programs with other state agencies, private sector, community organizations and governmental entities at the state and local level
- Demonstrated ability to promote health equity in collaborative projects
- Strategic leadership and planning;
- Public and private stakeholder engagement;
- Effectively leading and directing a group of managers and/or professionals
- Directing the development of necessary legislation, budgets, and application of resources
- Leading process and improvement activities, resulting in improved service, efficiency or cost savings
- Partnering and collaborating with the community, local health jurisdictions, neuro-developmental centers, non-profit agencies, the health care system, and other state and federal agencies
- Strategic planning, grant writing, grant management
- Translating policy into organizational plans, structures, and programs
- Overseeing spending plans, variance reporting, and budgets for grants

#### **Competencies:**

##### Leadership in promoting equity and cultural competency

The ideal candidate will have a strong understanding of root causes of inequity, bringing an equity lens and cultural humility to all areas of discussion and decisions. Ability to interact with diverse customers and stakeholders demonstrating cultural, ethnic, and gender sensitivity and competence.

##### Communicates effectively

Effectively conveys ideas and shares information with others from a place of authenticity. Listens and communicates with the audience in mind and an understanding of different points of view. Conveys clear, timely persuasive messages that positively influence thought and opinion.

##### Organizational and Political Awareness

Understands vision, mission, functions, resources, values, culture and business strategies of the agency and office as well as the origin and reasoning behind key policies, practices and procedures. Can manage charged political situations with tact.

##### Relationship and constituency building skills

Demonstrated skills in successful collaboration with a diverse group of stakeholders and the ability to build on strong relationships with key stakeholders.

##### Influencing skills to gain broad support across sectors

Strong communication skills with demonstrated ability to build trusting relationships, articulate the nature of the work across sectors, identify opportunities for deepening collaboration, perform negotiation and conflict resolution, and demonstrate inclusiveness within multi-sector work.

##### Strong meeting/group process facilitation to achieve maximum impact

Strong facilitation skills with the ability to prepare for and conduct group meetings where members are from diverse backgrounds and the purpose of the meeting is to get consensus or make progress on a goal or outcome; skills to engage all members in discussion and redirect conversation when necessary.



Models culture and values the department's core values, including:

- Earns trust, respect and confidence of coworkers and partners through honesty, authenticity, transparency and professionalism.
- Follows through on promises and commitments
- Leads with humility and respect.
- Demonstrates selfless commitment to public service.
- Demonstrates commitment to personal development and learning.
- Looks to the future with a sense of optimism and opportunity
- Applies quality improvement tools to improve efficiency, accuracy and overall quality.

Leadership in navigating change

Ability to navigate through complex, changing, and uncertain environments, and to engage individuals and organizations to adapt, seek creative solutions and drive change.

Excellent management skills

Ability to engage management principles and techniques include personnel/supervision, hiring, recruiting, training, mentoring, evaluating and disciplinary action as necessary. Able to inspire and support employees to thrive in their work.

**Preferred/Desired Education, Experience, and Competencies.**

**Competencies**

Public Health/Early Learning, Child and Adolescent Health Expertise

knowledge in the fields of public health and early learning and adolescent health including theoretical frameworks, constituents, approaches, service landscape and funding. Preferred experience in addressing the unique needs for children and youth with special health care needs.

Asset-based approaches to challenges

Sees opportunities instead of problems. Appreciates and values the best of what is, and envisions what might be, and works with partners to identify and implement action plans to achieve.

**Special Requirements/Conditions of Employment**

List special requirements or conditions of employment beyond the qualifications above.

**Working Conditions**

Work Setting, including hazards:

Employee must be willing and able to work effectively in an open office environment. This position requires being stationary and working at a computer for extended periods of time. Work is performed almost exclusively indoors in an office environment. Exposure to hazards is limited to those commonly found in government office environments.

Must be willing to work in a fast-paced environment with multiple assignments and priority deadlines.

The duty station for this position is Tumwater, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected. Incumbent must have internet access and connectivity. When approved to return, the incumbent is expected to report to the duty station for work activities. An alternative work schedule may be considered upon request and supervisor approval. Telework - once returned to the duty station for work activities, may be considered upon request with supervisory approval.

Schedule (i.e., hours and days):

Must be able to work in excess of 40 hours per week when necessary to perform the core functions of the position. Standard business hours are Monday – Friday from 8 a.m. to 5:00 p.m., but the incumbent may be expected to adjust the work schedule to meet business needs.



Travel Requirements:	Employee must be willing and able to travel occasionally, as needed, either alone or with another person, overnight, for several days and/or out of state. Willing and able to legally operate a state- or privately-owned vehicle OR provide alternative transportation while on state business.
Tools and Equipment:	This position may require frequent phone conversations while looking up information on the computer. Duties require the use of standard office furniture and equipment (e.g., desk, filing cabinet, computer, printer, telephone, fax machine, copy machine, etc.)
Customer Relations:	Daily contact with office-level managers and staff. Frequent contact with other state, federal, and national stakeholder organizations.
Other:	Must be willing to work in a smoke-free, drug-free, alcohol-free, scent-neutral environment. The position may require moving objects and materials weighing as much as 25 pounds. Applicant must be capable of performing the essential functions of the position with or without accommodations. Must be willing to participate in emergency response activities and when the Agency Coordination center is activated.

Acknowledgement of Position Description	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Deputy Assistant Secretary
<b>As the incumbent in this position, I have received a copy of this position description.</b>	
Date:	Employee's Signature:

**Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.**

